

Town of East Windsor Travel Policy

Purpose and Scope of Policy:

The purpose of this policy is to set parameters and standardize the allowances for employee travel as reimbursed by the Town of East Windsor.

Eligibility for Reimbursement:

All Conferences attended must be directly related to the employee's position or possibility of advancement within their specific department.

Pre-Approval of Employee Travel:

Pre-Approval of employee travel is required in the following circumstances:

- Any travel which includes an overnight stay, or
- Any travel which involves air transportation, or
- Any travel in excess of 100 miles from the town of East Windsor

Employee travel satisfying the above criteria must be requested in writing by the employee, approved by the department head and submitted to the First Selectman at least two weeks in advance of the anticipated travel dates.

Required Documentations:

Pre-approval for conference or out of town trips shall be requested on a form provided by the First Selectman's Office. This form shall accompany the reimbursement request when submitted request when submitted to the Treasurer's Office.

Report of Travel Expenditures and reimbursement request shall be made on a form provided by the First Selectman's Office. This form must be completed and approved by the applicable Department Head prior to submission. Supporting documentation will be attached to the report. All reimbursement requests must be submitted within 30 days after returning from a trip.

Limits on Expenses:

- Meal expenses will be reimbursed for actual cost up to a maximum of \$45.00 per day.
- Personal care mileage is reimbursed at the rated permitted by IRS. Reimbursement for car expenses will be made only to the driver. Mileage will be reimbursed based on the shortest route.
- Rental cars expenses will be reimbursed when requested and approved in advance. In the event of an accident, the employee must make written notification to the rental company representative and the First Selectman as soon as possible.
- Air Travel will be considered for trips over 200 miles one way from East Windsor and will be reimbursed at coach/economy flights. Flight arrangements will be made as far in advance as possible to take advantage of discounts.
- Hotel Accommodations will be reimbursed at the standard rate for the area. Hotel reimbursement will be for no more than the night before through the last night of the conference.

Combined Personal and Business Travel:

If an employee combines business and personal travel, all expenses or portions of expenses which are personal will be paid directly by the employee. The Town will reimburse that portion of a trip and expenses directly related to Town business.